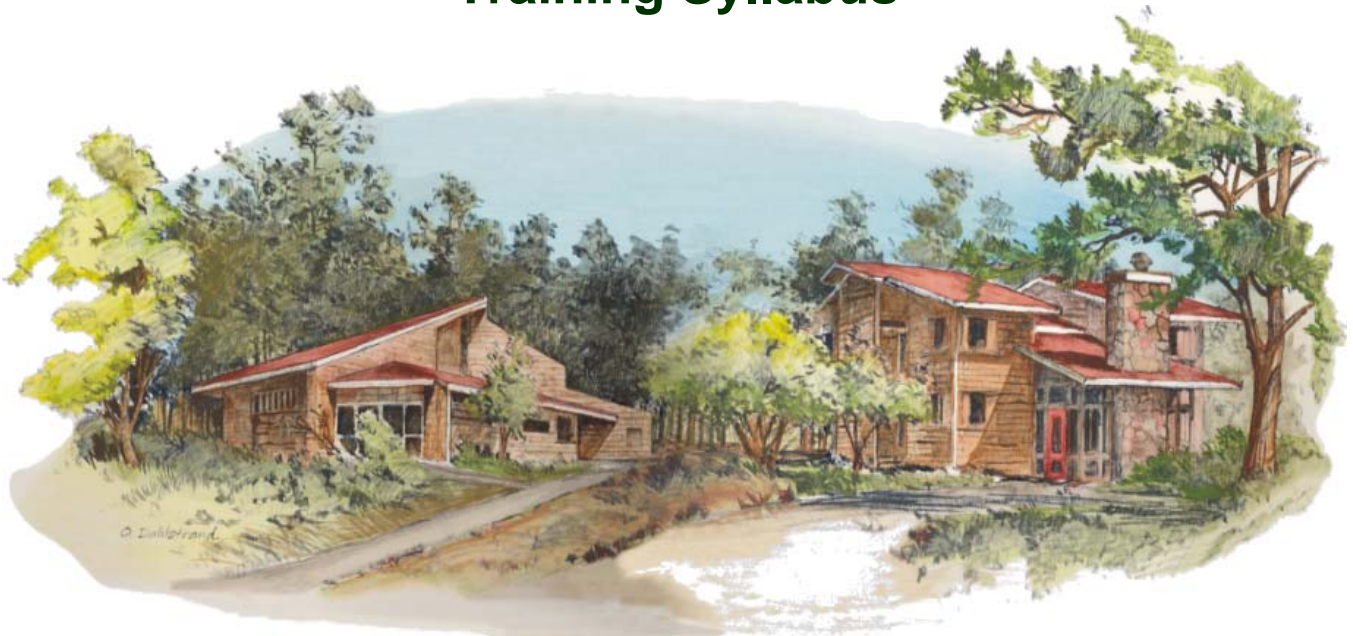


# DISTRICT TRAILS COORDINATOR TRAINING

**May 7-10, 2013**

**Training Syllabus**



**William Penn Mott Jr. Training Center**



# Memorandum

**Date:** April 29, 2013

**To:** Supervisor

**From:** **Department of Parks and Recreation**  
William Penn Mott Jr. Training Center

**Subject:** Employee Attendance at Formal Training  
District Trails Coordinator Training Group 4

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

### Prior to Training

1. Make sure that specific employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

### Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

### Prior to Three Months Following Training

1. Employee, after discussion with supervisor, must login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and logs in to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Joanne Danielson  
Academy Director

Attachment

cc: Participant

**TABLE OF CONTENTS**

Formal Training Guidelines ..... 1

Program Attendance Checklist..... 5

Pre-Training Assignment..... 6

Post-Training Assignment ..... 7

Agenda..... 8

Performance Objectives ..... 9

Location Map..... 12

***Mission Statement  
Training Section***

*The mission of the Training Section is to improve  
organizational and individual performance through consulting,  
collaboration, training, and development.*

**Training Section Staff**

Joanne Danielson..... Acting Department Training Officer

Juventino Ortiz.....Acting Academy Coordinator

Pat Bost.....Office Manager

Chuck Combs ..... Training Specialist

Sara M. Skinner..... Training Specialist

Dave Galanti..... Training Specialist

Karyn Lombard..... Training Specialist

Connie Breakfield ..... Training Specialist

Matt Cardinet..... Cadet Training Officer

Dan Kraft ..... Cadet Training Officer

Dan Raducanu..... Cadet Training Officer

Nicole Shannon ..... Cadet Training Officer

Pamela Yaeger..... Assistant Program Coordinator

Edith Alhambra ..... Assistant Program Coordinator

Ellen Dewsnup..... Assistant Program Coordinator

Rogers Williams..... Program Assistant

Socorro Wallace ..... Program Assistant

Joanne Ciccone..... Program Assistant

Ginger Henry ..... Program Assistant

## THE MISSION

*of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.*



## FORMAL TRAINING GUIDELINES

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Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). You should print a copy of the syllabus to bring with you to class. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments (other than reading) which involve either individual or group efforts or resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)

3. TRAVEL: Arrange your travel to and from Tahoe City through your District or Office. (No reimbursement for travel expense - including per diem costs - will be approved for travel not specifically authorized in advance by the District Superintendent.) Individuals are entitled to claim the Incidental Allowance as outlined in DAM 0410.5. **If you are planning to fly into Reno, Granlibakken has a shuttle service both to and from the Reno Airport.** Contact them directly for the schedule. **Car Pooling:** Please arrange to car pool with neighboring attendees to the Tahoe area if possible. Parking at the conference facility is limited and may be a problem if everyone brings a separate vehicle. The Training Center vans will be transporting you to and from the training sites on a daily basis.

The cost of your travel (air fare, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of the training.

4. HOUSING:

- A. California State Park Participants: Register at Granlibakken Conference Center at Lake Tahoe between 4:00 p.m. and 11:00 p.m. on Tuesday, May 7, 2013. Housing will be assigned to you on a shared room basis. Housing will be available from 4:00 p.m. on the date of arrival to 11:00 a.m. on Friday, May 10, 2013. The program includes your room and board expenses at the Granlibakken Conference Center. No per diem allowance will be authorized. This does not preclude staying someplace else at your own expense. Please advise the Training Coordinator no later than two weeks before your scheduled arrival if you plan to stay at a different location. No animals are permitted. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless they are registered. Quiet hours are from 10:00 p.m. to 6:00 a.m.
- B. If you are not a State of California Department of Parks and Recreation participant, you are responsible for making your own housing arrangements. Granlibakken Conference Center offers different rates for many different agencies.
- C. Program Coordinator Chuck Combs (telephone: 831-649-7124 or e-mail: [chuck.combs@parks.ca.gov](mailto:chuck.combs@parks.ca.gov)) will be happy to facilitate if there is a problem with accommodations. There is a possibility of sharing rooms with other participants to reduce costs. The Conference Center can charge a conference fee to anyone attending the training that is not staying on grounds.

**HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed. Hotel lodging, registration and associated fees will be charged to the employee's District or Office if the training cancellation is received with less than 72 hours notice.**

5. REGISTRATION: When you arrive at Granlibakken Conference Center, go directly to the Registration desk for check in and your room assignment. Rooms are equipped with a telephone that must be secured with a personal charge card for payment. Once checked into your room, please visit the conference registration desk in the Pavilion for your meal tickets and conference packet. The conference registration desk will be open Tuesday, May 7 from 1500 to 1800 and Wednesday, May 8 from 0700 to 1030.
6. MEALS: Meals will be provided as part of the accommodations from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:00 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Box lunches will be provided on some days. If you require a special diet, notify the Training Coordinator no later than two weeks before your scheduled arrival.
7. CLOTHING: Uniforms are not required for this program. (Special clothing requirements for your program are described in "Training Attendance Requirements" section.)

Because we are staying at a very popular private conference facility with other groups, and the image that we project as trails professionals can have a lasting impact on the public, your attire should be appropriate during off duty hours.

8. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced state park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
9. TRAINING CENTER STAFF: A Training Center staff member has been assigned responsibility for your training group as well as for your training program. During the program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.

10. TRAINING MATERIALS: The Department of Parks and Recreation Trails Handbook will be used during this program. Please bring your copy with you. No additional copies will be available during the program.
11. FAX: The Training Center's FAX number is 831-649-2824.
12. TRAINING LOCATION: Training will be conducted at various Tahoe Basin State Parks and Granlibakken Conference Center at Lake Tahoe. Please refer to the location map and directions on the last page of this syllabus.
13. SAFETY REMINDER: The elevation of Lake Tahoe is 6,230 feet above sea level and many people can be adversely affected while their body acclimates to this elevation. Symptoms can include headache, nausea and lack of energy. Make sure that you pace yourself during any of the physical activities and drink plenty of water. Also because of the elevation, many people will be more prone to severe sunburns than at lower levels. Be prepared by having adequate clothing, headgear, and sun blocking lotions if needed.

## PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for this training at the District Trails Coordinator Training the following checklist is provided:

1. Be sure you have read and understand the District Trails Coordinators Training Syllabus prior to the first scheduled session.
2. Bring the following items with you to training:
  - Training Syllabus.
  - Appropriate work hiking clothing, rain gear, and boots for the field day, and your appropriate office apparel for the training at the hotel.
  - Pens, pencils.
  - Coffee cup.
  - Water bottle.
3. If you are a State Park employee participating in this training, **do not** contact the Granlibakken Conference Center to make any personal arrangements. All special arrangements must be made via the Training Center Office. If you have questions or need help, contact the Program Coordinator Chuck Combs by telephone at (831) 649-7124 or via e-mail at [chuck.combs@parks.ca.gov](mailto:chuck.combs@parks.ca.gov).
4. For general information about Granlibakken Conference Center you may visit it on the web at <http://www.granlibakken.com>.



## **PRE-TRAINING ASSIGNMENT**

Each participant is to bring a total of 3 questions on problems or issues on:

- CEQA or environmental compliance
  - Developing or implementing a trails project
  - Getting crews or labor to work on trails projects
- Or general questions on:
- Implementing your trails program at your District

## **POST-TRAINING ASSIGNMENT**

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

**DISTRICT TRAILS COORDINATOR TRAINING GROUP 4 – AGENDA**  
**May 7-10, 2013**

The classroom sessions, lodging, and meals will occur at the Granlibakken Lodge in Tahoe City. There will be vans to transport you to and from the field site at D.L. Bliss State Park for the field session. Box lunches will be provided on Wednesday and Friday.

**Tuesday**

**May 7**

1500-1800 REGISTRATION: *Register at the Granlibakken Lodge* All

**Wednesday**

**May 8**

0800-0900	Program Orientation	Combs/Knapp/ Musillami
0900-0930	Update on Road/Trail Inventory Process and Budgeting	Spann/Knapp
0930-1030	CCC/DPR Trails Partnership	Turner/Nickronro
1030-1200	Trail Project Implementation	Knapp
1200-1300	Lunch	
1300-1330	Van Pool to D.L. Bliss State Park	All
1330-1630	Trail Project Implementation - Field Lab	All
1630-1700	Van Pool to Granlibakken	All

**Thursday**

**May 9**

0800-0900	What is a Road or Trail? Use Designations and CCRs	Knapp/Willard
0900-0930	PEIR Change in Use Update	Musillami
0930-1000	OPDMD Policy and Applications	Spann
1000-1100	Soil Standards and Designs for Wheeled Modality	Glaspie
1100-1200	Conference Session - "A Trail Community for All" <i>or</i> "Design and Management Strategies for Multi-Use Trails"	Kelley Minn/Knapp
1200-1300	Lunch	
1300-1400	Conference Session - "Protecting Trails' Habitats"	Chamberlin
1400-1515	Conference Session - "Practical CEQA - Lesson from the Trenches"	Musillami/Alling
1515-1615	Natural Resource Protection and Compliance	Chamberlin
1615-1700	Pre-Assignment Questions from Trails Coordinators	Knapp/Musillami/ Chamberlin

**Friday**

**May 10**

0800-0830	Breakfast - Conference Late Breakfast	
0830-0900	Meet in Classroom for Session Assignments	All
0900-1000	Reducing Impacts on Wetlands Through Trail Redesign	Walck/Shasha
1000-1115	State Park Road and Trail Management Plans	Spann/Musillami
1115-1200	Program Evaluation	Combs
1200-	Lunch/Departure	

## DISTRICT TRAILS COORDNATOR TRAINING

### PROGRAM ORIENTATION

Purpose: Participants will meet one another and the Program Coordinator and Facilitator. The group will share expectations for the training program. In addition, program content will be reviewed.

### UPDATE ON ROAD AND TRAIL INVENTORY PROCESS AND BUDGETING

Purpose: Participants will be updated on Road and Trail inventory processes utilizing GPS and Toughbook laptop computers with Microsoft Access, explain the process of inventory based budgeting using Microsoft Access and data transfer into Maximo.

### CCC/DPR TRAILS PARTNERSHIP

Purpose: Participants will be instructed on the interagency trails partnership between CCC and State Parks. They will be given a program overview and guidance on how to implement a partnership trails project.

### TRAIL PROJECT IMPLEMENTATION

Purpose: Participants will be instructed in class room and field exercise on the project implementation process for trail projects. This will include the development of a project binder and actual demonstration of a trail prestart meeting. This will utilize skills trained in the Beginning, Intermediate, Advanced and Trail Estimating classes.

### ROAD AND TRAIL FACILITY DESIGNATIONS AND USER DESIGNATIONS

Purpose: Participants will be instructed on how to designate between a road and a trail for facility designation and budget development. Also they will be instructed on the California Code of Regulations on the statutory guidelines that are in the process of being changed for designation of user types on trails.

### PEIR CHANGE IN USE UPDATE

Purpose: To familiarize or update participants in Use Change Procedures.

## OPDMD UPDATE

Purpose: To familiarize or update participants in other pedestrian disability mechanized devices and how the State Park Policy is implemented with OPDMDs.

## SOIL STANDARDS AND DESIGNS FOR WHEELED MODALITY

Purpose: A class room lecture to update and orientate the participants on the OHV soil standards classifications for monitoring and best management practices.

## PROTECTING TRAILS' HABITATS

Purpose: Not available at time of printing

## PRACTICAL CEQA – LESSON FROM THE TRENCHES

Purpose: CEQA compliance for recreational trails certainly brings challenges to agencies and nonprofits seeking to plan and implement projects. Controversy can complicate the environmental review process, adding to the time and cost. This panel will share practical approaches for conducting a legally defensible CEQA process, strategies for streamlining CEQA compliance, and examples of how to handle sensitive trail issues

## MULTI-USE TRAIL DESIGN

Purpose: Through participation of Conference Session, participants will be updated on Multi-Use Trail Design.

## REDUCING IMPACTS ON WETLANDS THROUGH TRAIL REDESIGN

Purpose: In this session participants will learn how trails should be designed and redesigned to match the surrounding environment, integrated with the natural landscape, and rehabilitated to protect sensitive landscapes. With the right redesign project old roads and trail alignments can be reengineered to restore natural hydrology and natural habitat.

## STATE PARK TRAIL MANAGEMENT PLANS

Purpose: In this session we'll take a look at different State Park trail Plans in varying stages of development. You'll get a chance to hear what challenges have been faced and some of the ways those challenges have been met.

## How to Get Here

Granlibakken offers accommodations in a tranquil mountain setting with all the wonders of the Sierra at your doorstep. Whether you arrive by car or plane, getting here is easy.

### From Sacramento or Reno

From Interstate 80 take Highway 89 south from Truckee to the "Y" in Tahoe City. Follow Highway 89 south for 1/2 mile to Granlibakken Road. Turn right and continue for 3/4 of a mile to the deck overhang of the main lodge and registration.

### From southern California

Follow Highway 395 to Highway 50 west in Carson City. Turn right on Highway 28 along the east and north shores of Lake Tahoe to Tahoe City. Turn left at the stop light and continue 1/2 mile on Highway 89 to Granlibakken Road. Turn right and continue for 3/4 of a mile to the deck overhang of the main lodge and registration.

### From Reno/Tahoe International Airport

Take the Highway 395 north onramp from the airport, then exit to Interstate 80 west. Use directions from Reno (above).

### Airport Shuttle Service

Granlibakken offers its own shuttle service to and from the Reno/Tahoe International Airport. Seven day advance reservations and pre-payment are required. Call (800) 543-3221 for details.

